

St. Mary's Operation Committee Minutes– Jan 8/16

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Leslie	Implement Copier Cost Allocations	2	January 30	
Irene/Derek	Do a walk about of the parking lot to develop a concrete outline of work requirement for the parking lot	3		
Len	Estimate for Carpeting for the Capital Budget	3		
Irene	Once firm outline of work requirements is prepared, get estimates	3		
Derek/Leslie	Order Bike Racks and memorial plaques (one for the pew where Ron sat, and one for the new bicycle racks)	5		
Derek/John/Len	Meeting to prioritize projects for operational maintenance budget	4		

MINUTES

Attendees: John Beresford, David Cooper (Treasurer), Len Fallan, Irene Feir, Derek Osman (Chair), Leslie Pedlow, Shirley Schwazer, Sue Smith, Rev. Rob Szo

- I. **Opening:** The meeting was called to order at 1:08 p.m. Rob opened with a prayer giving thanks for the financial blessings we have received and for the work and skills of the Committee Members.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. John asked that we add the dispatching of Ron's bicycle to our discussion under reports. There being no objections the agenda was accepted as amended.
- III. **Regrets:** Terry Parent. Derek thanked Shirley Schwazer for sitting in for Terry.
- IV. **Minutes:** Derek asked if there were any errors or omission from the Minutes of November 6, 2015 meeting. None being noted

Moved by John, **Seconded** by David that the Minutes be adopted as circulated. **Carried.**
- V. **Vote of Thanks:** Derek thanked **Shirley Schwazer** for overseeing the Altar Guild while Terry and Rick are on holidays and for representing the Altar Guild at today's meeting. Derek thanked Terry Parent and Anne Wing for convening the Holly Fair and also thanked everyone on the committee who supported Anne and Terry in producing a successful Holly Fair. It was a wonderful event where we extended a warm welcome to our neighbours and other members of the community (Goal: Friendly Inviters). We were able to reduce the operating deficit by \$8,750 from the proceeds of the event. Derek also thanked everyone for getting their reports to Leslie in a timely fashion so that she could consolidate them for distribution to the Committee members. David will have fresh financial reports based on revisions suggested at a meeting that David chaired on

St. Mary's Operation Committee Minutes– Jan 8/16

January 7th with the Wardens, Rob, the Outreach Committee, John Smith and Leslie Pedlow.

VI. Review of Action Items: It was agreed that the following items would be discussed under different areas of the Agenda to ensure that we have time for the more lengthy financial reports.

1. Carpeting estimates – Len (for discussion under Financial Reports)
2. Ron's Bicycle Racks – Leslie (for discussion under Other Reports)
3. Parking Lot Bumpers & Repairs – Irene (for discussion under Financial Reports)
4. Copier Cost Allocations – Derek asked if Leslie had anything to add at this point and she indicated that this was now a priority to be completed asap. She indicated that it is something that requires assistance and that both her and the assisting party have been extremely busy. Derek took this opportunity to advise the Committee that Leslie's work hours have been expanded by three hours per week in order to allow her to catch up on all of the items that have fallen off the table as the workload in the office becomes heavier with the parish becoming more vibrant and busy. Derek emphasized that these hours were not for extended public office hours.

VII. Financial Reports: The latest version of St. Mary's financial statements were circulated.

David gave a thorough review of the **2015 Year-end financial statement**. He was pleased to report that we are in the black for probably only the third time in the 17 years that he has been Treasurer. He noted that in each of those years there had been large donations from Anonymous Benefactors. After allowing for questions it was

Moved by David, **Seconded** by Sue that the 2015 year-end Financial Report be adopted and presented to the Annual General Meeting. **Carried.**

David then provided a detailed review of the **2016 Draft Operating Budget**, specifically noting changes since the last one was reviewed by the ad hoc finance Committee. He indicated that all salaries were increased by 1.2% per the Diocesan Cost of Living adjustment and that the Rector's wages will allow for the annual years-of-service increment. The Administrative Assistant stipend has increased to allow for the extra hours of work and an increase in hourly wage. The Youth Worker salary scenario is based on the contribution of St. Dunstan's as a joint venture for Youth, the end of Kate's contract, and the contract arrangements with her replacement. He did indicate that the meeting yesterday weighed whether or not to include an amount in the Deficit Elimination category and it had been decided to follow our past practice of not including a figure. This shows the budget in the red but that it gives a more realistic vision of what is required to operate. It was

Moved by David, **Second** by Irene that St. Mary's 2016 draft budget be presented to AGM. **Carried.**

David then reviewed the simplified **Recap/Summary of the three accounts**. David reminded us that this is the format that was suggested by our Auditor several years ago to present the information in a simplified format for those who have difficulty interpreting

St. Mary's Operation Committee Minutes– Jan 8/16

more complicated financial statements. You will see that it lays out all of our assets and activities over the course of the year in all three accounts.

David then reviewed our **2015 Outreach** giving. He pointed out that some of the organizations were ones that had received funds from St. Mary's Guild in the past and the Outreach Committee chose to respect the Guild's suggestion that St. Mary's may wish to continue to assist these charities. \$3,420 was received by both churches from the combined Parish Event – the Peninsula Wine Fest. One of the most important points to note was that St. Mary's distributed \$12,135.08 in Outreach in 2015 compared to \$6,212.26 in 2014. Bravo! It was

Moved by David, **Seconded** by Len that the Accounts Summary and the Outreach Report be submitted for the Annual Report. **Carried.**

David did add that all of the financials presented would be presented at the January Parish Council meeting for information.

Capital Budget:

There are two Action Items from the last meeting:

a) Carpet Estimates: Len was asked to pursue new estimates on the following basis:

1. replacing the bubbled areas only with pieces of carpet found in the choir loft;
2. for the entire church including the sanctuary with new carpeting and
3. for the hallway, board room, admin. office, nursery & youth room.

He was asked to share these estimates with the Committee via email as soon as they were received, and not to wait for the next Committee meeting. When preparing to carpet in the church, consider re-engineering the support for the Communion Railing so that the railing can be removed when desired (concerts, etc.).

b) Parking Lot Bumpers and Repairs: Irene received information from Daryl at Michell's this morning. He advised her that they do not do paving and gave her the name of Capital City Paving. Irene asked for a clearer understanding of what work we wanted to pursue before contacting other companies for estimates. Leslie suggested that we ask the paving company for an opinion of the probable cause of the damaged areas to see if there are underlying issues that need to be addressed before undertaking paving and then she suggested that Irene and Derek meet for a walk about the parking lot and diagram what our needs and expectations are. Derek and Irene agreed.

c) 2016 Capital Plan: Derek asked the Committee to clarify which of the following were capital projects and which were annual maintenance issues.

1. Parking Lot: Yes, Capital
2. Shed Roof: No, Operational needs to be done this year
3. Parish Photo Display: No, Operational. Irene asked for clarification of what type of frame configuration was needed. Irene was asked to cost out a simple two track system where the pictures could be easily "snapped" in and out. She felt that this could be done at a fairly reasonable cost. Leslie suggested that the ends be capped in order to keep the photos from sliding out the ends. Len then asked if we would be willing to pay for new photos, ones with names on them, for the

St. Mary's Operation Committee Minutes– Jan 8/16

display. There was some discussion around the parameters of the Privacy Act and Leslie was asked to determine if adding first names to the photos was permissible. If names are not permissible, then it may not be worth the cost to proceed.

4. Purchase of new hard surface card tables. Not Capital. David suggested perhaps from Guild Funds.
5. Painting Board Room/Acquire Table – Not Capital, Operational. Proceed with painting. Defer table at this time. Please be on watch for used tables that might be able to be donated or purchased very reasonably
6. Admin. Office – paint, new chair – Not capital. Proceed.
7. Washrooms – paint ladies room and install change tables. Not Capital. Proceed.
8. Choir Loft – reconfigure some space for small break out area. Not Capital. Proceed. (Derek & Sue)

John, Len and Derek agreed to meet to prioritize the items to be done within the Operational Maintenance budget in 2016.

Discussion of the 2017 “Wish List” of projects was deferred to another meeting.

d) Other Financial Commitments for 2016 (not budgeted):

1. RAPID Refugee program (\$2,500 with \$2,350 covered in 2015 Outreach). It has been proposed that this amount for the commitment be increased to \$5,000. Some of the variance of \$2,850 is expected to be donated by parishioners. The residual could be covered by the Sunday Serenade balance of \$3,500. Also, the Sunday Serenade Concert by the Police Chorus this year will have all proceeds being donated to the RAPID initiative, but this donation would be in addition to the \$5,000 commitment.
2. Stelly's First Nations Bursary: (\$1,000) No additional reserve needed at this time as there is a balance of \$2,472.

VIII Business Arising/Discussion:

1. Comfort Ministry: Leslie reported that the leadership role was yet to be filled and a team assembled
2. CPR Courses: There will be two courses offered, one on February 6 and one on February 20. The people who were registered in the course that was cancelled last year have been contacted and given registration priority until January 13th. The course will be advertised in the Parish bulletin and on the website on Sunday, January 17th and beyond.
3. Snow Clearing/Salting Procedures: Reminder that if we do any remediation, please remember to log the action. Shirley indicated that Carl salted on January 3rd. The Committee thanked him for being proactive and Derek asked Shirley to bring the log to Carl's attention. It is stored in a file holder on the wall by the salt bin.
4. Signage: Just a follow up to Derek's comments from the last meeting regarding the visibility of the large sign on the East Saanich side of the property. It was suggested that lighting it might be helpful. Sue Smith indicated that the sign has been an issue since they started in the parish. It was felt that relocating the sign would not be beneficial, but lighting it would. Derek will develop a cost estimate. Heater for Sacristy: Shirley reported that Susan Pullan had offer the loan of a heater. Derek will still watch for one on sale.

St. Mary's Operation Committee Minutes– Jan 8/16

IX. Other Reports: *All reports are filed with the original Minutes.*

John did not submit a written report as the lawn mower had been put to bed for the winter. He did ask if there was an intention to dispose of Ron's bicycle from the shed at the January Thrift Sale. Sue will ask John Smith if he has clarified that with the family so that we might take action.

John Beresford also indicated that there was a wooden cross stored in the shed. It is believed that it was from the old Church. Leslie will ask Norma Sealy of the Saanich Pioneer Museum if their society has any interest in the item.

Estimates for the Bicycle Racks in memory of Ron Smith were presented in Leslie's report. It was agreed that the racks from Park-it be order so that they may be installed once an appropriate spot had been determined and the ground was suitably prepared. The committee felt that a cement pad would be more suitable than black top.

Derek asked if there were any questions or comments regarding the reports as circulated. Sue asked for clarity from Len as to his recommendation for the lighting in the Hall.

It was **Moved** by John, **Seconded** by Len, that the reports be received as submitted. **Carried.**

X. New Business:

1. **Funding Appeals for 2016:** Derek submitted a list of suggestions and it was determined that appeals would likely be needed this year for RAPID and Deficit Elimination.
2. **Committee Membership:** Derek has heard from all members, with thanks.
3. **Status of Inventory:** Sue indicated that it was proceeding. Still waiting to do the office and the Youth Room. The counting has been done in all other areas. There is some struggle to determine replacement costs. Sue was, however, Johnny-on-the-spot in being able to provide the number of existing card tables and the number of wooden chairs. Len indicated that he thought some chairs were missing and Leslie assured him that they had gone out on loan, as they do every December.
4. **Fire Extinguisher;** Shirley asked for a small fire extinguisher to stored under the altar for emergency purposes. Len indicated that the cost would be about \$40.
5. **Copier Utilization:** See Review of Action Items.
6. **Reminder of Snow Clearing/Ice Salting Procedures:** See item 3 under Business Arising. Len has discussed the situation with Pat Duke who lives immediately across the street. She asked what the accumulation should be before calling. It was determined that she should initiate a call out if there is an accumulation of 2 inches. Len will follow up with her.
7. **Calendar to communicate use of facilities:** Not discussed.
8. **What is our Role?:** Derek put forth the following questions for discussion at our next meeting:
 - What are we good at?
 - What should we stop doing?
 - What should we start doing?
 - What do we have to get better at?

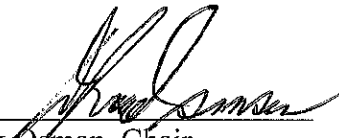
St. Mary's Operation Committee Minutes– Jan 8/16

XI. Meeting Schedule:

- April 8
- June 10
- September 9
- November 4

Adjournment of the Meeting was moved at 3:45 p.m.

The meeting was closed with the Grace.



Derek Osman, Chair

St. Mary's Operation Committee Agenda – Jan. 8, 2016

- I. **Open meeting with Prayer**
- II. **Adoption of Agenda**
- III. **Regrets:** Terry Parent, being represented by Shirley Schwazer
- IV. **Minutes of the November 6th, 2015 Meeting**
 1. Errors or omissions?
 2. Motion to receive Minutes as circulated/amended
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
 1. Carpeting estimates – Len (for discussion under Financial Reports)
 2. Ron's Bicycle Racks – Leslie (for discussion under Other Reports)
 3. Parking Lot Bumpers & Repairs – Irene (for discussion under Financial Reports)
 4. Copier Cost Allocations – Leslie
- VII. **Financial Reports**
 1. Year-end Financial Statement 2015 - David
 - a. Motion to adopt Financial Report, and recommend for adoption by Council
 2. Operating Budget - 2016
 - a. Questions; Changes, additions, deletions?
 - b. Motion to recommend for endorsement by St. Mary's Council, and adoption at AGM
 3. Capital Budget:
 - a. Carpeting estimates – Len
 - b. Parking Lot Bumpers & Repairs – Irene
 - c. 2016 Capital Plan:
 - i. Parking Lot – bumpers, asphalt restoration, line painting, signage
 - ii. Shed Roof replacement
 - iii. Hallway –parish directory photo display
 - iv. Purchase new (additional) tables, alternate storage for chairs?
 - v. Board Room - paint, purchase new table for Boardroom
 - vi. Administrative Office - paint, new chair for Admin. Assistant
 - vii. Washrooms - provision for parents to change babies in washroom(s)
 - viii. Choir loft - remove pew & configure as a meeting area
 - d. Motion to adopt capital plan for 2016 and to recommend adoption of capital plan to the St. Mary's Council, and adoption at AGM
 - e. Capital Plan – 2017 & Beyond (Wish list to prioritize by year)
 - i. Church – carpeting, Communion Railing
 - ii. Hallway – carpeting
 - iii. Cooper Hall - lighting replacement / upgrade to LED, paint
 - iv. Board Room - replace the carpet
 - v. Youth Room - replace carpet
 - vi. Nursery - replace carpet
 - vii. Administrative Office - replace the carpet, computer upgrade
 - viii. Washrooms - paint women's washroom

St. Mary's Operation Committee Agenda – Jan. 8, 2016

4. Other Financial Commitments for 2016 (not budgeted):
 - a. RAPID refugee program (\$2,500, with \$1,500 covered by 2015 Outreach)
 - b. Stelly's First Nations Scholarship (\$1,000 or more?)

VIII. Business Arising/Discussion from November 6th Minutes

1. Comfort Ministry – Leader & team members still need to be identified
2. CPR Courses (2) in February
3. Snow Clearing/Salting Procedures - Log
4. Signage
5. Heater for Sacristy

IX. Other Reports

1. Discussion & Motion to receive non-financial reports
 - a. Ron's Bicycle Racks – Leslie

X. New Business

1. What funding appeals will be needed in 2016? E.g. RAPID refugee appeal, deficit elimination, roof for shed, paint for Hall, lighting upgrade, carpet replacement
2. Operations Committee membership – Will the current members return for 2016?
3. Status of the inventory of all assets? (Sue)
4. Tracking of the utilization of the photo copier / printer? (Leslie)
5. Did the use of salt on the parking lot on Jan 3 get entered into the log of usage for insurance purposes? (Len) Have arrangements been made with Pat Duke to deal with snow removal?
6. Calendar to communicate use of facilities
7. What is our role (for discussion at next meeting)
 - a. What are we good at? What should we stop doing? What should we start doing? What do we have to get better at?

XI. Meeting Schedule (at 1:00 p.m.)

- February 5
- April 8
- June 10 (or June 3?)
- September 9
- November 4 (or Nov. 10?)

XII. Closing with Prayer and Grace

ST MARY'S BUDGET REVIEW - 31 DECEMBER 2015

ITEM	2015 BUDGET	TO 31 Dec 15	%AGE 100.00%	PROJECTION 31-Dec-15	STRAW 6 2016 BUDGET
INCOME					
REGULAR OFFERINGS	80,000	82,986.34	103.73	84,000	85,000
OPEN OFFERING	3,000	3,171.50	105.72	2,500	3,000
FESTIVAL	3,750	4,247.00	113.25	3,000	3,750
HALL/PARKING RENT	14,500	16,805.00	115.90	16,800	16,000
INTEREST	10	9.32	93.20	10	10
SPECIFIC DONATIONS	500	286.22	57.24	300	300
ENVELOPES	200	217.00	108.50	220	150
H/M/D	1,000	1,100.00	110.00	1,050	1,000
GST REBATE	1,500	1,487.74	99.18	1,488	1,000
MISCELLANEOUS	50	317.79	635.58	320	200
TX FROM HOLLY FAIR	8,000	8,750.00	109.38	8,500	8,000
PARISH THRIFT SALES	4,000	4,400.00	110.00	4,400	4,000
DEFICIT ELIMINATION APPEAL - 2015		8,664.00		5,000	
TX FROM MEMORIAL				3,000	
BANK BALANCE 1 Jan 2015	37				
TOTAL REVENUE	116,547	132,441.91	113.64	130,588	122,410
DISBURSEMENTS					
STIPEND/BENEFITS	47,050	46,855.38	99.59	47,000	49,000
YOUTH WORKER	11,730	11,006.96	93.84	11,000	11,000
RELIEF CLERGY	1,000	600.00	60.00	575	900
ORGANIST	10,920	13,085.39	119.83	13,100	11,600
RELIEF ORGANIST	600	600.00	100.00	600	600
SECRETARY	12,550	12,691.14	101.12	12,840	17,530
DIOCESAN ASSESSMENT	19,068	19,068.00	100.00	19,068	19,910
CHRISTIAN EDUCATION	1,500	948.32	63.22	950	750
CLERGY CONFERENCES	200	309.63	154.82	310	250
MUSIC	500	463.34	92.67	465	500
SANCTUARY SUPPLIES	600	207.51	34.59	200	250
ADVERTISING	500	188.15	37.63	188	300
INSURANCE	3,000	3,188.00	106.27	3,188	3,500
NEWSLETTER	250	208.00	83.20	208	-
OFFERING ENVELOPES	300	236.62	78.87	236	250
PHOTOCOPY	2,000	1,866.58	93.33	2,000	2,500
POSTAGE	300	446.22	148.74	430	450
STATIONARY	600	833.84	138.97	740	900
MAINTAINANCE - GENERAL	3,000	2,570.85	85.70	2,250	3,000
MAINTENANCE - CLEANING CONTRACT	4,400	3,937.50	89.49	3,940	4,700
MAINTENANCE - CLEANING SUPPLIES	650	290.54	44.70	300	500
MAINTENANCE - GARDENING	500	411.34	82.27	400	500
GARBAGE	500	459.20	91.84	460	500
HYDRO	7,000	5,678.36	81.12	5,680	6,000
INTERNET	1,025	1,098.34	107.16	1,100	1,200
TELEPHONE	1,950	1,683.21	86.32	1,685	1,950
WATER/SEWER	650	634.34	97.59	635	650
MISCELLANEOUS	500	1,100.31	220.06	700	1,000
TX TO DEFICIT REDUCTION APPEAL 2016		1,500.00			
BANK CHARGES & RECONCILIATIONS	25	120.00	480.00	75	100
TOTAL EXPENDITURES	132,868	132,287.07	99.56	130,323	140,290
OPERATING SURPLUS/DEFICIT	- 16,321	154.84	-0.95	265	- 17,880

ST MARY'S FINANCIAL STATEMENTS – 2015

<u>BALANCES – ALL ACCOUNTS:</u>	<u>1 January 2015</u>	<u>31 December 2015</u>
<u>General Operating Account</u>		
Bank Account Balance	3,933.48	5,443.05
<u>Memorial Account</u>		
Bank Account Balance	38,094.73	48,578.02}
RAPID	NIL	2,350.00}
Investment Portfolio (GICs)	115,340.81	117,293.86
<u>Parish Events Account</u>		
Bank Account Balance	5,071.41	9,553.90
<u>TOTAL MONETARY ASSETS:</u>	<u>\$162,440.43</u>	<u>\$183,217.83</u>

	Balance 1 Jan 15	Income	Disbursement	Balance 31 Dec 15
<u>GENERAL OPERATING ACCOUNT</u>				
Operating Fund	37.01	132,441.91	132,287.07	191.85
Outreach Funds – Hampers	900.00	500.00	944.38	455.62
- General		4,675.51	4,115.70	559.81
Deficit Reduction (2016)	NIL	8,664.00	7,164.00	1,500.00
Outstanding Cheques (1 Jan 15)	3,796.47		3,796.47	
Outstanding Cheques (31 Dec 15)		2,735.77		2,735.77
<u>Deposit 31 Dec 2014</u>	<u>(-800.00)</u>	<u>800.00</u>		
TOTALS	\$3,933.48	149,817.19	148,307.62	\$5,443.05

MEMORIAL ACCOUNT

Bank Account

General Fund	25,047.50			
Bank Interest		10.05		25,057.55
Thrifty Food Fund	NIL	2,649.53		
TX Fence Fund Project			2,649.53	NIL
Bequests & Donations Fund	12,576.88			
Hymnals		648.53	1,297.07	
Office Equipment			840.00	11,088.34
First Nations Bursary Fund	3,500.00		1,027.99	2,472.01
Fence Project	(-3,029.65)	2,649.53		(-380.12)
Mower & Washroom Door	NIL	3,087.66	5,747.42	(-2,659.76)
Guild		4,000.00		4,000.00
Ron Smith Legacy		10,000.00	1,000.00	9,000.00
RAPID		2,350.00		2,350.00
TOTALS	\$38,094.73	25,395.30	12,562.01	\$50,928.02

Investment Portfolio (GICs)

Portfolio Balance	115,340.81			
GIC Interest		1,953.05		
TOTALS	\$115,340.81	1,953.05		\$117,293.86

PARISH EVENTS ACCOUNT – 31 DECEMBER 2015

Fund	Balance 1 Jan 15	Income	Disbursement	Balance 31 Dec 15
Altar	1,384.95	250.00	195.42	1,439.53
Choir	300.00	NIL	280.00	20.00
Flower	1,233.78	1,677.42	1,712.50	1,198.70
Holly Fair	437.10	8,861.31	288.41	
TX to General Account			8,750.00	260.00
General Expenses	13.07			
Calendars		148.00	148.00	
Books		430.00	116.69	
Gifts (Chris M. purse)		1,577.45	1,577.45	
Other			35.74	
Bank Interest/Charges		2.78		293.42
Music Festivals	705.48	7,304.10		
Performers			1,500.00	
Advertising			688.12	
Other			357.70	
TX to RAPID			850.00	4,613.76
Parish Sale	NIL	5,175.64	206.59	
TX to General Account			4,400.00	
TX to General Outreach			500.00	69.05
Socials	172.83			
Comfort Ministry		150.00	175.62	
Other		100.00	55.28	191.93
Wine Festival	NIL	850.00	NIL	850.00
Youth	660.47	NIL	298.86	361.61
All Outstanding Cheques		255.90		255.90
TOTALS	\$4,907.68	\$26,782.60	\$22,136.38	\$9,553.90

FINANCIAL AUDIT – 2015 RECORDS

As requested, I have examined the church's financial records including those of the General, Memorial and Parish Events Accounts and have found that the records accurately reflect the transactions for the year. I am confident that the Treasurer and Bookkeeper have performed their duties and provided adequate financial control over the administration of the church's funds.

St Mary's Outreach – 2015

Charity	Brought Forward	Income	Expenditure	Carried Forward	Area
Rector's Discretionary		340.00	340.00		Parish
Youth for Christ (Bus)		300.00	300.00		Parish
Sidney Food Bank		1,275.00	1,275.00		Parish
Anglican Appeal		300.00	300.00		Overseas
Saanich Peninsula Hospital		300.00	300.00		Parish
Save the Mothers March		800.00	800.00		
Overseas					
Christmas Hampers	900.00	500.00	944.38	455.62	Parish
South Island Centre for Counselling & Training		300.00	300.00		Diocese
PWRDF					
Nepal Relief		1,560.00	1,560.00		Overseas
Syrian Refugees		600.00	600.00		Overseas
PWRDF General		300.00	300.00		Canada
General Outreach		4,675.51*			
Legion Poppy Fund			50.00		Parish
Dandelion Society			250.00		Diocese
Mount Newton Centre			250.00		Parish
Parkland School Dry Grad			250.00		Parish
Stellys HS Dry Grad			250.00		Parish
Alert Bay Residential School			250.00		Diocese
Cridge Centre			300.00		Diocese
Our Place			500.00		Diocese
RAPID			650.00		Parish
TX to "top up" monthly					
Outreach Activities above			515.70		Various
TX to Parish Events Account					
For Wine Festival 2016			850.00	559.81	Retained
Ron Smith Legacy to Our Place		1,000.00	1,000.00		Diocese
TOTALS	\$900.00	\$12,250.5	\$12,135.08	\$1,015.43	

* Includes \$3,420.00 proceeds from St Stephen's Wine Festival 2015 (Parish Event)

Expenditure by Area:

Parish	\$4,609.38	(Includes all Saanich Peninsula)
Diocese	\$2,600.00	(Victoria & Vancouver Island)
Canada	\$300.00	
Overseas	\$3,260.00	
Retained	850.00	

OPERATIONS COMMITTEE REPORTS – JANUARY, 2016

Financials: Will be distributed at the meeting

Report for January 2016

Garden Beds

Gardens are now in their “winter sleep” mode. When the soil warms up they will be tidied up and dug over for the spring and summer.

Flower Guild

Christmas decorating went well and the church looked beautiful. Many thanks to all who decorated the church windows, the church and the narthex. The next major decorating will be for Easter Sunday and members of the Flower Guild will be looking for other parishioners to take on a window to decorate.

Special Activities

Sunday Serenade Concert Series

The December 2015 concert which included Cookeilidh Celtic Band and the O'Connor O'Brien Irish Dancers was very well attended and received. Many thanks to Derek who built the “stage” where the dancers performed. Three Worlds with Brad Prevedoros & Friends is still to come in February. Cost of tickets for the Greater Victoria Police Chorus concert in May will increase as it is now to be a fund-raising concert with proceeds going toward the Refugee program sponsored by the Parish of Central Saanich and Peninsula churches).

We also have enjoyed more support from St. Mary's members in baking, helping with set-up and clean-up; and more parishioners have been attending the concerts, due, in part, to Derek's promotion on the website. So again, thanks are extended to those special helpers.

Asset List

Work continues.

Respectfully submitted,
Sue Smith

Reports for January 2016

CPR Course

The Fire Department of Central Saanich is providing, free of charge a 3 hour CPR course for parishioners and their families. You can choose to attend Saturday, February 6th from noon to 3 pm OR Saturday, February 20th from noon to 3 pm. The classes will be held in Cooper Hall at St Mary's. The course will provide hands on “how to do CPR” as well as discussion about heart disease and its prevention. Please register by emailing Leslie at parishcs@shaw.ca indicating which session you would like to attend or by calling 250-652-1611. Further information is available from Nancy Choat at 250 544 2249.

Use of main entrance during office hours.

During my annual performance review there was some discussion on strategies of how to mitigate the flow-through traffic from the office. The following announcement will appear in this Sunday's bulletin:

FRONT ENTRANCE – Beginning January 6th, 2016, the main door to the church has been unlocked during regular office hours. We think that you will find this arrangement more welcoming for you and your invited guests. You may, however, find that the Admin. office door is locked for security purposes, especially when no one else is in the building. Leslie will continue to be a welcoming presence so if you need her assistance, please knock if you find her door locked. Also, be aware that the motion sensor door chime has been reinstalled in the "lobby" so that Leslie will be aware of people coming and going. - The Wardens

Saddlestitch Finisher attachment

I'm pleased to report that training on the set up of the special features of the new attachment was received in time for printing all of the seasonal bulletins. One of the great features is being able to program the duplexer to choose a special cover from a separate tray and incorporate it into the finished product. To do this manually has meant handling the document three times!

The support received from Unity Business by the Parish this year has been nothing but superb!

Bike Racks

Following up on research for the best practices, limited-space, bike racks (U-shaped, "staple" style) three quotes were received for 3 racks which would secure six bicycles.

Urban Racks	- \$225.00 each x 3 = \$675 + taxes/shipping
Saris Parking	- \$655.25 (USD) for 3 + taxes/shipping
Park-it	- \$265.00 + shipping

It is my recommendation that we purchase the 3 racks from Park-it and then proceed to place them once an appropriate location and cement pad can be poured.

NB – there was some suggestion that we try to incorporate a shelter of some sort. The least costly commercial shelter that I could find available was \$6,000 which did not include taxes, shipping or installation.

Respectfully submitted,
Leslie Pedlow

HOLLY FAIR 2015

The 2015 Holly Fair took place on Saturday, November 21, 2015 and as in previous years was the major fundraiser for St. Mary's. Sales amounted to approximately \$8300, the majority of which was applied toward reducing our deficit.

This was another successful sale, we were blessed once again with good weather and lots of customers. We are "the" place to come for those Mystery Bottles, Christmas puddings, Home Baking, etc.

Due to our welcoming and friendly atmosphere, we now have many returning and loyal customers who look forward to our Holly Fair each year. Also working together with our parish family from St. Stephen's was a great blessing for all.

Special thanks go to:

- ❖ Those who donated an amazing variety of items to sell, particularly for Handcrafts, Home Baking, Gourmet Panty and Mystery Bottles;
- ❖ The "Christmas Pudding" team;
- ❖ Our conveners and helpers who put stalls together and staffed them on the day of the Holly Fair;
- ❖ Leslie Pedlow who ensured advertisements got in on time and was our general "go-to" person for anything computer related, also for the extra workload for all advertising in the bulletin – we couldn't have done it without her;
- ❖ John Beresford who put up and took down signs in the community, and those who put up posters throughout the Peninsula;
- ❖ David Cooper and Len Fallen for their work with the Silent Auction, canvassing merchants for donations, organizing and listing donations, preparing bid sheets, and following up to ensure all items were claimed;
- ❖ Lynn Fallen and her team of cooks and servers in the restaurant;
- ❖ Derek Osman for the advertising and speedy updates on our website;
- ❖ David Cooper for arranging all of the "cash" and the excitement of waiting to learn how we did.

Terry and Anne had a great time co co-ordinating the 2015 Holly Fair. We had lots and lots and lots of help, which made our job easier. Our best wishes to the 2016 co-ordinator(s).

Respectfully submitted

Terry Parent and Anne Wing, Holly Fair Co-ordinators

Altar Guild – St. Mary's

The Altar Guild at St. Mary's is a wonderful ministry. We are a dedicated group of women who put pride in making sure that each and every week the altar is as beautiful as we can make it. At the drop of a hat the Altar Guild makes changes as necessary.

We have welcomed a new member to our team, welcome Carol. Grace Frampton has stepped aside from the Altar Guild, thank you Grace for your years of dedication.

This year we will be having a new green altar hanging made by Pat Sparks. We should have it ready for blessing early to late May.

I will be away in Arizona for three months and Shirley Schwazer has agreed to step in and head up our Altar Guild.

Thank you to the members of this dedicated group and we will keep on making the altar shine.

Respectfully submitted

Terry Parent

Len's Report: Will be sent under separate cover.

1. The painting of the ceiling, trim, and walls throughout the hallway areas was completed, just prior to the Holly Fair. Irene Feir has agreed to develop a recommendation (design and cost) for a permanent framework structure to hold the pictures of parishioners on the wall. This framework should be capable of displaying the photos of all parishioners (approximately 200 from both churches).
2. The minor upgrades (lighting and fan) to the women's washroom have been completed.
3. The recommendation to the Events Planning Committee that was prepared by Derek, Sue and Leslie for the proposed Events (social, concerts, and fund-raising) for 2016 was accepted. Some dates were revised, and some conditions placed upon the leadership of some of the fund-raising activities. The recommendations for the social and concert events were forwarded to Council, where they were endorsed. The consolidated list of events elicited some less than positive comments about the greater number of events that were planned to be hosted by St. Mary's versus St. Stephen's, particularly during the winter months.
4. The Outreach Committee recommended that St. Mary's share (\$3,149) of the Wine Fest funds raised would be disbursed to a variety of local community support groups. Their recommendations were approved by the wardens and Rob. Included in the recommendations was \$1,500 towards the \$2,500 commitment of St. Mary's (approved by Council) towards the Parish refugee (RAPID) program. This is a significant increase in Outreach funding, well beyond that which was approved at the last AGM when the financial reports were adopted.
5. The 2015 deficit to balance the books was revised down from \$14,000 to \$8,000. The Deficit Appeal target was agreed to be \$5,000. This target was surpassed, with a total of \$5,664 being received. An additional \$3,000 was very generously donated by an Anonymous Benefactor to balance the books. Therefore, for the first time in many years, the deficit was fully eliminated – without having to withdraw any funds from the Capital (Memorial) Account. This is a significant milestone that has eluded us for many years, and a strong indicator of our growing financial health. Congratulations!
6. It has been determined that the fluorescent lighting in the Hall can be turned on and off via a motion sensor, but cannot be dimmed. To dim these lights (for presentations, Bible Study and other courses using DVD materials, etc.), we will have to resurrect the proposal developed by Len a few years ago. It is likely to be an expensive initiative to change the lighting to LED, to also gain the benefits of dimmed lighting, reduced operating costs, etc.

7. For the 2016 Budget to be approved at the AGM:
 - a. What service arrangements are likely to cause an increase to the budget (e.g. BC Hydro, waste removal, cleaning) that have not already been included .
 - b. What capital (or operating expense) projects [must, should, or would be nice to do] be started / completed, and when will the funding be needed?
8. What funding appeals will be needed in 2016? E.g. RAPID refugee appeal, deficit elimination, roof for shed, paint for Hall, lighting upgrade, carpet replacement
9. Status of the inventory of all assets? (Sue)
10. Tracking of the utilization of the photo copier / printer is to occur throughout 2016, with costs being allocated beginning in 2017. (Leslie)
11. It doesn't appear that the use of salt on the parking lot on Jan 3 got entered into the log of usage for insurance purposes. We need greater discipline in this area. Len, have arrangements been made with Pat Duke to deal with snow removal?
12. What is our role (for discussion at next meeting)
 - a. What are we good at? What should we stop doing? What should we start doing? What do we have to get better at?

Ops. Com. meeting January 2016

Points about electricity in the church:

1/ Last year I have had requests to “turn down” the lights in Cooper Hall. My only solution to this – other than to replace all the lighting is to see if we can add two more switches at the door so we can have either the upper centre lights on, or just the outside bank of lights on. I believe this to be feasible.

2/ In order to accommodate some of our “renters” and concert people it will be possible to replace the side isle lights with dimmable LED light bulbs, and then replace the switches for these lights with rheostat switches by which we can dim these lights as well as the mains.

Other items:

Parking:

If we are replacing the ‘bumpers’ in between the two lower parking lots we will need eight - 7 footers.

Carpet replacement: costs are on-going. There is an alternative to complete replacement at this time. I have found strips of our original carpet which could be cut into those areas of concern in the mail isle as an interim measure.

Fire:

On or about December 22 an incendiary device was found in the south east corner of the parking lot. It is apparent someone used an underarm spray to ignite a set of 50 Christmas lights.

Theft:

Sometime on January 5th someone took around \$90.00 to \$100.00 worth of Christmas lights from the entrance area of the church.

Both these instances were reported to Central Saanich police and given a file number of 2016-54.

Heating:

It seems the heating in the ceiling of Cooper Hall is not warming the room past around 18 degrees. Several attempts have been made to correct this with the thermostat to no avail.

We may have to find an electrical mechanic who has knowledge of specialty heating such as ours.

Len